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**Commonwealth of Virginia Human Resource Institute  
Certification Application**

HRI Use

**Section IV: Curriculum Information – For Consideration of Waivers**

**PAST COURSE WORK TAKEN PRIOR TO JANUARY 1, 2002**

Course Title and Primary Objective and Learning Goals	Contact Hours	Course/s to be Waived

**WORK EXPERIENCE**

Position and Description of Duties	How Long	Course/s to be Waived

**PROFESSIONAL CERTIFICATIONS**

Name of Certification	Date Received	General Description of Certification

**DEGREES IN HR/PAYROLL FIELD**

Degree Received	Concentration	Institution Attended/Dates

**NOTE:** The Human Resource Institute Committee may require proof or verification of courses taken, degrees or certifications, and work experience.